



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

MANAGER OF ACCOUNTING # 284

Salary Range: \$82,743 – \$124,112 annually

Typical Hiring Range: \$82,743 - \$103,428 annually

Open Until Filled – First Review of Applications: Friday, September 1, 2006

ABOUT SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Forty years ago, cities and counties in the six-county Southern California region joined together to form the Southern California Association of Governments (SCAG) for the purpose of fulfilling federal intergovernmental planning mandates, including managing a “continuing, cooperation and comprehensive” regional transportation planning process. The six-county SCAG region includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties, and 187 cities covering 38,000 square miles. While the geographical boundaries of the region have remained the same, the social and institutional landscapes have changed substantially. Fueling these dramatic regional changes has been a doubling of the population from 8.4 to 17 million people since SCAG’s formation.

Today, the region has grown to include five county transportation commissions, five regional air quality management districts, sub-regional councils of governments, many new cities, and several more transit operators. In addition to the six counties, 160 of the 187 cities in the region are member agencies of SCAG. SCAG represents the 10th largest world economy and is the largest regional planning agency in the nation. As a result, the state and federal governments over the years have expanded SCAG’s original mission by assigning additional regional policy setting responsibilities in the areas of transportation, air quality, housing, water quality, and solid waste disposal planning, among others.

Decision-making occurs through SCAG’s Regional Council, a governing body composed of 76 city and county elected officials and transportation commissioners. The agency also works in close partnership with its federal and state funding partners, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, California Department of Transportation, as well as with fourteen sub-regional Councils of Governments (COGs) that represent SCAG’s member cities and counties.

SCAG is known to be a “window on the world” due to their responsibilities for planning for regional aviation, traffic congestion and air quality, population growth, housing and the movement of goods in the largest regional planning area in the nation. Please visit our website at www.scag.ca.gov for more information.

THE LOCATION

SCAG headquarters is located in bustling downtown Los Angeles in the former, beautifully refurbished, Barker Brothers Furniture Building and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry district, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. There are also four architecturally and musically acclaimed theater complexes. Los Angeles is the home to such professional sports organizations as the L.A. Lakers, Dodgers, Clippers, Sparks, and the Kings. L.A. is easily accessible by Metrolink train, underground Metro, and bus.

THE DEPARTMENT

In the early summer of this year, SCAG hired a new Chief Financial Officer (CFO). In the intervening months, the CFO has developed a new organization structure to better serve the region and the organization. This has resulted in three new manager positions: Manager of Accounting, Manager of Budget and Grants, and Manager of Contracts. These positions are funded by current vacancies. No employees were adversely affected by the reorganization. SCAG is the proud recipient of the Government Finance Officers Association Certificate in Financial Achievement for Excellence in Financial Reporting for fiscal year ending June 30, 2003 and 2004. The 2006-07 budget is more than \$45 million of which 98% is grant funded.

THE POSITION

The Manager of Accounting is responsible for Fund and Grant Accounting, Project Cost Accounting, Cash Management, Accounts Receivable, Accounts Payable, and Payroll activities for SCAG. The Manager of Accounting will also provide support to sub regional organizations in setting up and operating accounting systems that support the requirements of federal, state, and local grantors agencies. The Manager of Accounting will be responsible for the training, motivation, and evaluation of the Accounting personnel as well as implementing the division work plan. There are currently six employees in the Accounting Division.

Examples of Important and Essential Responsibilities

- Exercise direct supervision over professional, technical and administrative staff.
- Assume management responsibility for all Accounting services and activities.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Accounting Division programs including general fund, accounts receivable, accounts payable, and payroll; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures; oversee independent external auditors.
- Continuously monitor and evaluate the efficiency and effectiveness of accounting practices implemented in subregional organizations; assess and monitor subregion performance in meeting cost accounting and financial reporting requirements of federal, state and local grantor agencies; identify opportunities for process improvements and review with the CFO; direct implementation of improvements.
- Plan, direct, coordinate and review the preparation of the Annual Consolidated Financial Report and the Single Audit Report; meet with staff and external auditors to identify and resolve problems; assign work activities, projects, and programs, monitor work flow; review and evaluate work products, methods, and procedures.
- Under the direction and oversight of the CFO, monitor approved costs and expenses; administer dues collections from member jurisdictions; assume responsibility for action plans assessing the long term financial viability of the organization with adequate financial reserves for long term strategy and implementation to reverse losses and to increase General fund reserves.

- Communicate directly with Federal and State administrators, contractors, subregions and other vendors to discuss and resolve problems that affect SCAG's financial interest on an ongoing basis.
- Audit, review, evaluate, and analyze programs for accomplishments; make recommendations for program modifications.

IDEAL CANDIDATE TRAITS

SCAG is desirous of attracting an experienced accounting manager with previous public sector experience including audit (internal and external) and one who has worked with elected officials. Experience with federal and state requirements for grantees receiving funds from Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, Federal Railroad Administration, or other federal agencies is highly desired. This position requires a working manager with knowledge of the details of cost and grants accounting, including the ability to establish action plan(s) for the organization to insure compliance with federal and state mandates and withstand appropriate financial process review and audits. The candidate will have a proven history of being an effective people manager, consensus builder, and a team player with other managers. The candidate must also possess outstanding communications skills.

Education and Experience Requirements:

A bachelor's degree in accounting, finance, business or public administration or a related discipline is required and a Master's degree is preferred. A Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) certification highly desired.

Equivalent to eight years of responsible accounting experience including two years of management and supervisory experience is required.

Ability to travel to different sites and locations; possession of, or ability to obtain, an appropriate, valid driver's license.

Knowledge of: Auditing and accounting standards as prescribed by the Institute of Internal Auditors and American Institute of Certified Public Accountants including GAAP and GAAS; operational characteristics, services, and activities of a government accounting, program; organizational and management practices as applied to the analysis and evaluation of contracts and purchasing programs, policies, and operational needs; modern and complex principles and practices of accounting program development and administration; advanced project management principles and concepts; pertinent Federal, State, and local laws, codes, and regulations, particularly related to Federal and State Department's of Transportation; SAP software knowledge and operation is helpful, as is GASB34.

Skill to: Operate modern office equipment including computer equipment and software; operate a motor vehicle safely.

Ability to: Provide administrative and professional leadership and direction for the Accounting Division; manage, direct, and coordinate the work of professional, technical, and administrative personnel; identify and respond to community and Regional Council issues, concerns, and needs; analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures, and techniques; prepare and administer budgets; prepare clear and concise administrative and financial reports; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to contracts and purchasing programs and functions.

APPLICATION AND SELECTION PROCEDURE

Applicants **should submit a completed SCAG application to:**

Southern California Association of Governments

Attn: Human Resources Office

818 West 7th Street, 12th Floor, Los Angeles, CA 90017

(213) 236-1910

(213) 630-1493 fax

www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

All completed application materials will be reviewed. A limited number of the most qualified candidates will be selected to participate in the selection process based on the application, resume, and other written information submitted which clearly demonstrates the relevant breadth and depth of applicable training, experience, and education for the position. Selection process may include a written problem, oral presentation, panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Supervisor, manager, and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees participate in a cafeteria plan in which they may choose from two HMO and two PPO CalPERS health plans, two dental plans and a vision plan. SCAG contributes \$720/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$150,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available and SCAG provides a match of 3% of yearly salary up to \$3,500 per year. Employees do not pay Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.
- **Health, Dependent Care, & Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, & parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 per month towards bus, vanpool, or Metrolink pass or up to \$35 per month for ridesharing. To receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1910.